

Parish Disaster Preparedness Checklist

(From Episcopal Diocese of East TN)

1. COMMITTEE/TASK FORCE:

COORDINATOR: _____

MEMBERS: _____

2. PARISH COMMUNICATIONS NETWORK: _____

3. ANNUAL REVIEW DATE: _____

4. REGULAR MEETING SCHEDULE: _____

5. DISASTER HISTORY OF LAST TEN YEARS: _____

6. DISASTERS MOST LIKELY TO OCCUR AND POTENTIAL IMPACT: _____

7. INVENTORY OF CHURCH PROPERTY AND HOLDINGS:

DATE OF INVENTORY: _____

INVENTORY AS _____ PHOTOGRAPHS _____ VIDEO _____

PERSON(S) RESPONSIBLE FOR DOING ANNUAL INVENTORY:

STORED WHERE? _____

DATE OF ANNUAL REVIEW OF INVENTORY PLACED ON CALENDAR AND/OR

VESTRY NOTES. _____

8. INSURANCE REVIEW: _____

DATE OF REVIEW: _____

PERSON(S) RESPONSIBLE:

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9. PROPERTY SURVEY: _____

HIGH RISK PROBLEMS:

SMOKE/FIRE ALARMS: _____

FIRE EXTINGUISHERS: _____

SECURITY SYSTEM: _____

LIST OF ITEMS ON SURGE PROTECTORS

BLUE PRINT WITH MARKINGS ON 8.5X11 SHEET ATTACHED SHOWING ABOVE
ITEMS

10. SHUTDOWN:

LIST WHAT IS TO BE DONE AND BY WHOM:

RECORDS SAFEKEEPING - _____

UTILITIES: LIST AND EXPLAIN WHERE SHUTOFFS ARE LOCATED:

ELECTRICITY - _____

NATURAL GAS - _____

WATER - _____

ALARM(S) - _____

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MUSICAL INSTRUMENTS, FURNITURE, ETC. – WATERPROOF COVERING, ETC.

WHO IS INSURANCE PROVIDER? _____

WHO DOES DAMAGE ASSESSMENT? _____

WHAT ARE PRIORITIES? _____

WHO CONTACTS INSURANCE PROVIDER? _____

HOW? _____

WHEN? _____

11. “SAFE SPOTS” LOCATIONS AND
MARKINGS: _____

12. _____

13. COPY OF DISASTER PLAN TO: HOUSE OF WORSHIP OFFICE, FAITH-BASED
ORGANIZATION, AND LOCAL EMERGENCY CENTER.

14. AMERICAN RED CROSS NETWORKING:

SHELTER PROVIDER? _____

STORAGE PROVIDER? _____

MASS CARE FOOD CENTER? _____

OTHER: _____

14. TRAINING FOR MEMBERS: _____

15. SURVIVAL SUPPLIES:

WHAT?

WHERE? _____

WHO ASSESSES NEEDS OF PARISH? _____

WHO DISTRIBUTES THESE SUPPLIES? _____

WHEN? _____

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HOW? _____

16. FIRST AID SUPPLIES:
PERSON RESPONSIBLE FOR MAINTAINING KIT? _____
WHAT AND WHERE STORED? _____

WHO IS TRAINED IN FIRST AID? _____

17. WHO IS TRAINED IN CPR?
ADULT CPR? _____

INFANT CPR? _____

18. FREE OR INEXPENSIVE PRINTED DISASTER PREPAREDNESS MATERIALS ARE
AVAILABLE FOR DISTRIBUTION TO PARISHIONERS FROM ARC. WHO IS
RESPONSIBLE FOR OBTAINING THESE AND MAKING THEM ACCESSIBLE TO
PARISH?

19. ACTIONS/RECOMMENDATIONS: _____

20. OTHER NOTES: _____

